

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- MERIT RECRUITMENT & SELECTION BULLETIN -

Date: May 19, 2003

Locator No: MRS-SC-154

Subject: Classification Plan Changes for Administrative Purposes and Resulting from the WSEU **Administrative Support Unit** Survey for Phase I Implementation, Limited Implementation of Phases II and III, and Negotiated Pay Range Assignments and Reassignments

Pursuant to s. 230.09, Wis. Stats., the Secretary of the Department of Employment Relations (DER) has approved the classification plan changes identified on this bulletin. Regardless of the actual notification date, the **effective date is May 18, 2003**, unless otherwise stated.

1) **Administrative Support Unit Survey – Phase I**

The Administrative Support Unit Survey was initiated September 1, 2000, in CLR/SC-117, Survey of Select Classifications in the Administrative Support Unit-Phase One. The classifications originally included were later modified to move the Secretary 1 and Secretary 2 classifications to Phase Two. The non-represented counterpart classifications of Clerical Assistant 2-Conf., Secretary 1 and 2 – Conf., and Word Processing Supervisor 1, 2, and 3 were removed effective May 20, 2001 as a result of the expansion of broadband of these classification in CLR/SC-130. The classification that remain in Phase I are **Clerical Assistant 2; Technical Typist Entry, Objective, and Senior; Typesetting System Input Operator 1 and 2; Typist and Typist-Lead; and Word Processing Operator 1, 2, and 3.**

This survey was initiated upon the request of state agencies and the Wisconsin State Employees Union based upon their experienced difficulties with classification and compensation issues within this group of classifications, such as difficulty distinguishing between levels within a series or difficulty recruiting and retaining employees. The goals of the survey sought to address classification, compensation, recruitment, and retention difficulties agencies experienced in regard to these Administrative Support and other related classifications.

The breakdown and number of employees originally included in Phase One of the survey are:

CLASSIFICATION	S/R	NO.
Clerical Assistant 2	02-07	116
Technical Typist-Entry	02-07	0
Technical Typist-Objective	02-08	3
Technical Typist-Senior	02-08	28
Typesetting System Input Operator 1	02-09	0
Typesetting System Input Operator 2	02-10	2
Typist	02-07	24
Typist Lead	02-08	2
Word Processing Operator 1	02-07	15
Word Processing Operator 2	02-08	71
Word Processing Operator 3	02-09	3
TOTAL		264

Agencies and the WSEU were asked to identify problems within the Administrative Support classifications in Phase One. The problem identification information submitted indicated that the entry pay and parking costs are a problem for the Madison area, there appears to be a lack of interest of applicants, presumably because of the salary, and most of the numerous applicants certified for vacancies are not interested. The classification specifications do not adequately address the complexity associated with technological advancements and working extensively in an electronic work environment. The scope of the program knowledge of some positions does not appear to be considered. Opportunities for a reclassification are minimal for positions in very small agencies and there are spotty areas of retention problems.

The DER staff audited approximately 25 positions (11%) and agency staff audited additional positions. The new classifications are:

CLASSIFICATION	S/R
Clerical Assistant	02-07
Document Production Assistant	02-08
Document Production Assistant Lead	02-09
Technical Typist	02-08
Technical Typist - Senior	02-09
Typesetting Input Operator	02-10

2) **Administrative Support Survey - Phase II and III – Limited Implementation**

There was limited implementation of Phase II and III of the ASU Survey. In response to the University of Wisconsin System request, a review of Dean Support positions resulted in the creation of the **Dean Assistant** classification. The Dean Assistant classification incorporates approximately 33 Program Assistant 1-4 and Secretary 1-2 positions that provide primary support to a Non-Doctoral Dean. The resulting Dean Assistant classification allows for uniform classification application among the non-doctoral campuses.

The **Medical Program Assistant**, **Medical Program Assistant Associate**, **Medical Program Assistant Senior** and **Medical Staff Assistant** classifications were also implemented to recognize the unique nature of medical school positions providing support in a clinic setting. The Medical Program Assistant, Medical Program Assistant Associate, Medical Program Assistant Senior, and Medical Staff Assistant, approximately 200 positions, incorporate Program Assistant 1-4 classifications that provide primary staff assistance to a physician and/or medical program.

Reallocation notices are required to make these classification changes.

3) **Creation of a new classification**

As part of contract negotiations, create the classification and pay range assignment for **Unemployment Compensation Associate**.

4) **Pay Range reassignments as a result of the collective bargaining process**

As part of contract negotiations, some changes seek to address compensation, recruitment, and retention problems which agencies may be experiencing in regard to these classifications. A number of classification changes related actions are pay range reassignments resulting from the contract negotiations. The classifications impacted include the creation of the **Corrections Communication Operator**, impacting 8 positions, the pay range reassignment for the **Employment Security Assistant** series, impacting approximately 200 positions, **Legal Assistant** series, impacting 10 positions, **Legal**

Secretary series, impacting approximately 160 positions, **Tourist Information Assistant 3**, impacting 7 positions, the **Unemployment Compensation Associate** series, impacting approximately 25 positions, and the **Coding Technician** series, impacting 8 positions.

For numbers 1, 2, and 4 above for administrative purposes, DER changed Job Group codes or CIC codes as needed. For numbers 1 3, and 4 above the Department of Administration Central Payroll and UW Central Payroll will automate reallocation notices for these changes. Questions may be directed to Kris Chilsen at (608) 266-7569.

Internet Availability:

The target date for the availability of classification specifications from this bulletin on the DER Web Page is June 9, 2003. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Jan Monica Mason at (608) 267-2156.

Alphabetical Listing of Classifications:

The Alphabetical Listing of Classifications (Alpha List) is also available on the DER Web Page at <http://der.state.wi.us/home/dclr/dclr.htm>. The Alpha List is updated monthly after classification plan changes are implemented. The date of the last update is listed at the top of the document. Please contact Judy Burke at (608) 267-5166 if you have any questions about information contained in the Alpha List.

Contact Points:

Questions may also be directed to the appropriate analyst at the DER Fax number (608) 267-1020 or by e-mail at (using the analyst's name) firstname.lastname@der.state.wi.us.

Leean White, Director, Bureau of Agency Services
Division of Merit Recruitment and Selection

Classification		Class	Pay	Unit	EEO	FLSA	FLSA	Job	CIC
		Code	Range	Code	Cat.	FLSA	LTE Code	Group	Code
<u>ABOLISH</u>									
1)	Clerical Assistant 2	16102	02-07	02	6	N	N	200	313
	Technical Typist-Entry	17301	02-07	02	6	N	N	200	315
	Technical Typist-Objective	17302	02-08	02	6	N	N	200	315
	Technical Typist-Senior	17303	02-09	02	6	N	N	200	315
	Typesetting System Input Operator 1	17151	02-08	02	6	N	N	200	315
	Typesetting System Input Operator 2	17152	02-10	02	6	N	N	200	315
	Typist	17200	02-07	02	6	N	N	200	315
	Typist Lead								

17210	02-08	02	6	N	N	200	315
Word Processing Operator 1							
17551	02-07	02	6	N	N	200	315
Word Processing Operator 2							
17552	02-08	02	6	N	N	200	315
Word Processing Operator 3							
17553	02-09	02	6	N	N	200	315

Classification	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
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CREATE

1)	Clerical Assistant	16100	02-07	02	6	N	N	200	379
4)	Corrections Communication Operator	66100	02-11	02	6	N	N	200	323
2)	Dean Assistant	18060	02-11	02	6	N	N	200	313
1)	Document Production Assistant	17401	02-08	02	6	N	N	200	315
	Document Production Assistant Lead	17402	02-09	02	6	N	N	200	315
2)	Medical Program Assistant	23001	02-09	02	6	N	N	200	336
	Medical Program Assistant-Associate	23002	02-10	02	6	N	N	200	336
	Medical Program Assistant-Senior	23003	02-11	02	6	N	N	200	336
	Medical Staff Assistant	23000	02-12	02	6	N	N	187	447
1)	Technical Typist	17361	02-08	02	6	N	N	200	315
	Technical Typist-Senior	17362	02-09	02	6	N	N	200	315
	Typesetting Input Operator	17100	02-10	02	6	N	N	200	385
3)	Unemployment Compensation Associate 3	19703	02-14	02	5	N	N	187	336

Classification						FLSA		
Class	Pay	Unit	EEO			LTE	Job	CIC
Code	Range	Code	Cat.	FLSA		Code	Group	Code

PAY RANGE REASSIGNMENT

4)	Legal Assistant-Entry								
OLD		19201	02-11	2	5	N	N	187	234
NEW		19201	02-12	2	5	N	N	187	234
	Legal Assistant-Objective								
OLD		19202	02-12	2	5	N	N	187	234
NEW		19202	02-13	2	5	N	N	187	234
	Legal Secretary-Objective								
OLD		18101	02-10	2	6	N	N	187	234
NEW		18101	02-11	2	6	N	N	187	234
	Legal Secretary-Advanced								
OLD		18102	02-11	2	6	N	N	187	234
NEW		18102	02-12	2	6	N	N	187	234
	Tourist Information Assistant 3								
OLD		19913	02-10	2	6	N	N	187	323
NEW		19913	02-11	2	6	N	N	187	323

Classification					FLSA			
Class	Pay	Unit	EEO		LTE	Job	CIC	
Code	Range	Code	Cat.	FLSA	Code	Group	Code	

PAY RANGE REASSIGNMENT AND CIC CODE CHANGE

4)	Employment Security Assistant 1								
OLD		19031	02-08	2	6	N	N	138	316
NEW		19031	02-09	2	6	N	N	138	336
	Employment Security Assistant 2								
OLD		19032	02-09	2	6	N	N	138	316
NEW		19032	02-10	2	6	N	N	138	336
	Employment Security Assistant 3								
OLD		19033	02-10	2	6	N	N	138	316
NEW		19033	02-11	2	6	N	N	138	336
	Employment Security Assistant 4								
OLD		19034	02-11	2	6	N	N	138	316
NEW		19034	02-12	2	6	N	N	138	336
	Unemployment Compensation Associate 1								
OLD		19701	02-11	2	5	N	N	187	316
NEW		19701	02-12	2	5	N	N	187	336
	Unemployment Compensation Associate 2								
OLD		19702	02-12	2	5	N	N	187	316
NEW		19702	02-13	2	5	N	N	187	336

Classification		Class	Pay	Unit	EEO	FLSA	FLSA	Job	CIC
		Code	Range	Code	Cat.		LTE	Group	Code
							Code		
PAY RANGE REASSIGNMENT, JOB GROUP AND CIC CODE CHANGE									
4)	Coding Technician								
OLD		36301	02-11	2	3	N	N	134	205
NEW		36301	02-12	2	3	N	N	200	336
	Coding Technician-Senior								
OLD		36302	02-12	2	3	N	N	134	205
NEW		36302	02-13	2	3	N	N	200	336
	Coding Technician-Advanced								
OLD		36303	02-13	2	3	N	N	134	205
NEW		36303	02-14	2	3	N	N	200	336

Note: Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Division of Affirmative Action.

Effective Date: No. : 1, 2, 3, and 4: May 18, 2003